

**Space Family Education, Inc.  
Board of Director's Open Meeting**

*Director Report*

**Staffing**

**Resignations:**

No report

**New Hires:**

Ms. Hirning will have an interview with a sign language teacher tomorrow.

**Other:**

No report

**Operations**

**Facility:**

Ms. Hirning reported that NASA has not started work on the AC and the playground drainage project yet.

**Special Events:**

Special events coming include: a Book Fair on September 24-26; October Fire Prevention and Safety month, we will have Houston Fire Department visit the Childcare Center with a fire truck; October 8<sup>th</sup> is NASA JSC Safety Day; Fall Carnival will be on October 24<sup>th</sup>; Halloween trick-a-treating on-site on October 31<sup>st</sup>; also on October 31<sup>st</sup> the teacher will have a spaghetti dinner fund raiser where they'll sell pre-packaged spaghetti dinner in case parents do not want to cook on Halloween night.

**Other:**

Ms. Hirning reported that she had ordered materials for the movement class. Also, someone (a parent) donated a digital camera to the Center. Thank you.

*Committees Report*

**Education Curriculum**

No report

**Playground**

No report

**Newsletter and Webpage**

Susan Rapley is our new newsletter editor.

One parent requested to have the BOD meeting listed on the webpage calendar. Mr. Nguyen will pass on the request.

**Room-1**

No report

**Room-2**

No report

**Room-3**

Parents concern that the TumbleBus is schedule too early for this room. Ms. Hirning reported that it would be changed to Friday at 10:10am. Parents in the room offered to bring extra clean sheet to change out, instead of having the teacher wash them.

Parents reported that they enjoyed the Grandparents Luncheon.

**Room-4**

Everything is fine.

**Room-5**

No report

**Room-6**

No report

**Room-7**

Parents concern about the drainage problem in the playground. Otherwise everything else is going well. The Board would ask Ms. Mason to see when NASA facility people would start working it. Ms. Thompson-Fowler offered to look into it if Ms. Mason is not available.

**Room-8**

No report

**Room-9**

The Board needed Mr. Nguyen to officially agree to a stipend for the Kindergarten teachers as discussed in the January BOD meeting. Mr. Nguyen said that he would do so in an email to Board Members after the meeting.

Parents reported that they don't have any issue with the new student, moved up from room 8.

***Board Members Report***

**Policies and Procedures** (Jennifer Lewis)

Absent. Ms. Hirning reported that Ms. Lewis is working on updating the Kindergarten policies.

**Treasurer** (J. Mason)

Ms. Mason reported that she is working on the audit. She will try to finish by next week for the in-house audit (by Geraldine).

Ms. Mason reported that the summer camp profit is approximately \$30K, and that she's still working on the financial report. Ms. Mason said that the report she handed out is not complete and not yet reconciled. Ms. Garcia is still helping her with the transition. The kitchen expense is still good. Ms. Mason will send out an updated report to Mr. Thames for the webpage.

Ms. Schroeder asked about points (money) credited to Ms. Mason for serving on the Board. Board Member with child enrolled at the Center gets small amount of money (based on point) credited toward tuition, but in Ms. Mason case she currently does not have a child enrolled in the Center. The Board will ask Ms. Mason how she would like this to be handled. Ms. Mason said that she would take the money.

Ms. Kristy pointed out that the \$2K deposited in March and April time frame is actually for this fiscal year, and it's not showing in the report. That the money to be used for toys, etc...

Ms. Mason reported that we haven't got the bill for the new school bus yet.

Ms. Garcia asked, on the average, how many children did we have per day? Ms. Hirning reported that this summer we had, on the average, between 60-62 children per day. Ms. Garcia also asked for some help to shop and review information for insurances. Either Ms. Mason or the Board can appoint some for the task.

**Secretary** (Louis Nguyen)

Mr. Nguyen reported that he process one request through the NASA Foreign National Management System (NFMMS) for a mother to access the Childcare Center.

One parent brought to Mr. Nguyen attention that another member was left off the membership email. Mr. Nguyen acknowledged that he did receive the email from the individual and that he would work with Ms. Coppedge to update the distribution list.

**Vice President** (Erica Vandersand)

Absent

**President** (Susan Gomez)

No report

***SFEI Members Report***

**Walk-ons**

One parent reported finding the playground gate left open, probably inadvertently, Playground gate (Valerie) was left open one time, probably inadvertently.

### **Old Business**

Ms. Hunt reported that she spoke with Ms. Leti Poole from NASA JSC, and Ms. Poole said that the old facility would not be removed until next year. Ms. Hunt said that it would be okay if we need to use it for the Holidays mini camp. As for next year summer camp, she is not certain. Ms. Hunt said that Ms. Poole told her that a new facility will be built to replace the old facility for summer camp, and that NASA is aware of the need and it will do what it can to help us to continue with the summer camp program.

Ms. Thompson-Fowler reported that the computer upgrade would take a couple more weeks to finish. The paperwork is in place.

Ms. Mason reported that he JSC Credit Union employees do not qualify for SFEI membership because they are not NASA contractors.

Ms. Mason reported that the Afghan Fund (donation/check) was returned to us. Ms. Mason has searched and has not found where to send this money. Ms. Mason said that she would continue to search for the right recipient of this money. Ms. Hunt believed that she might know someone to help us locate the right charitable organization for the fund.

### **New Business**

Ms. Hunt reported that Mr. Robert Hall, our former NASA liaison, has announced his retirement date, January 2004.

Ms. Hirning reported that Security is planning to put in the tire spikes at the Gilruth gate, and parents exiting through the Gilruth gate should be aware of the spikes.

Ms. Hunt asked if record of attendees is kept for the BOD meeting. Mr. Nguyen replied that only for the officers, and offered to start today. A sign up sheet was passed around the room.

#### **Attendance:**

Louis Nguyen  
Susan Gomez  
Candy Hunt  
Shelley Schroeder  
Scott Dunham  
Laurie Gacia  
Jennifer Mason  
Valerie Thompson-Fowler  
Dianna Ritter  
Peggy Carruthers  
Kristy Hirning  
E Guera

The next meeting will be October 15, 2003  
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM